

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
BOARD OF MANAGERS  
MEETING MINUTES  
October 22, 2009**

**OPENING AND ATTENDANCE**

The regularly scheduled meeting of the DELJIS Board of Managers was held at The Veteran's Affairs Office, Dover, DE. Mr. Robert Denton called the meeting to order at 10:09 a.m. Those in attendance included:

**Voting Member**

Earl McCloskey	DOJ
Deb Lindell	DOC
Robert Denton	JIC
April Schmitt	DSCYF/YRS
John Betts	JP Court
Capt. Matthew Jamison	NCCPD

**Proxies**

Renee Rigby for	
Michael McDonald	DSP
Jason Clark for	
Jim Sills	DTI
Kevin Agne for	
Guy Sapp	Family Court
Marian Bhate	
Bill Nissley	PDO

**Staff/Interested Parties**

Peggy Bell	DELJIS
Nicole Wilson	DELJIS
Lynn Gedney	DELJIS
Jennifer Dickinson	DELJIS

**I. REVIEW OF SEPTEMBER MINUTES**

Minutes of the September 24, 2009 Board of Managers meeting were reviewed. Capt. John Potts made a motion to accept minutes. Mr. Jason Clark seconded the motion. The committee unanimously approved the minutes.

**II. NETWORK MANAGEMENT**

VRF - Ms. Peggy Bell advised that the new VRF that has been deployed and is working very well.

DELJIS staff members came into the office to ensure that if there were any problems they could be addressed before all agencies started work. Thanks to all the agencies that helped to make this transition go so smoothly.

New Castle County Legal Council – Mr. McCloskey reported that there is no update at this time regarding Ms. Purhoit's access to the CJIS system. Mr. McCloskey is working with Mr. Tupman and will report back next month on the status of prosecution on violations in CCP not relating to code enforcement.

### **III. STRATEGIC ISSUES**

- COTS: Mr. Denton reported that Phase 4b (implementation of Superior Court Civil in Kent and New Castle Counties) has been deployed as October 5, 2009 and consistent monitoring is being conducted to make sure that the program and data are responding in the correct manner. Superior Court is very satisfied with the results of the deployment.
- Review of COTS/CJIS Interface: The COTS Executive Committee has approved the use of SBI number. The ESC has submitted the recommendation to the OPC for reviewing.

### **IV. COMMITTEE REPORTS**

- Planning Committee: The DELJIS Retreat has been canceled this year due to budget constraints. Ms. Bell stated that Policy 4 was something that the Policy Committee had planned to work on at the DELJIS Retreat. Since the Retreat will not be held DELJIS will be scheduling a meeting for Mr. McCloskey in mid-November.
- Police Complaint Access Committee: Nothing new to report.
- Policy and Procedure Committee: A meeting will be scheduled to discuss Directive #1.

### **V. OLD BUSINESS**

- Automated Usage Statistics: The Board reviewed the statistics for the LEISS warrants, criminal summons, electronic tickets and parking citations. A previous error on the percentages has been corrected.
- Data Exchange with Maryland: Ms. Lindell asked if DELJIS has had time to review the request of a data exchange with the State of Maryland. Ms. Bell advised that this was not done since DELJIS was working on budget submission.
- Status Report: A copy of the Project Status Report was attached for the Board review.
- E-Crash: DelaSoft is building the locator tool for E-Crash and the needed corrections and validation have been completed. All agencies are reminded to install LEISS.net as soon as possible to meet the January 2010 deadline.
- Database clean-up: numbers represent corrections and data and validation that occur to address records.

- Validation: project is moving along with the vendor using a test file to check on data flow.
- PCI: project is in production in CCP in New Castle County. The application will move into Kent and Sussex in the next few months. DELJIS is concerned with some of the “functionalities of the application” and will not be using the vendor to create the Family Court or Superior Court modules. After the first of the year DELJIS will be reviewing the CCP module and doing a system review and enhancement. After that DELJIS will begin working on the other two courts needs. Transportation of the data has issues and system setup is not working well. Ms. Schmidt wanted to know who the vendor was for this application and Ms. Bell advised VelMicro. The vendor has done an acceptable job; however, the functionality does meet the system specification but not DELJIS standards.
- Candle Aisle: is pending implementation waiting for new switcher connection.
- CHUR: The ability for the new DELJIS rap sheet to print within CJIS should be ready for release later next week. This was a request from DOJ case initiation and a similar functionality will be available for the courts.
- ECrash: release date is January 2010. Training will start in November and December. Contact DELJIS for training dates.

**DELJIS Public Hearing – The DELJIS Public Hearing will be held on  
November 6, 2009 at 1:30pm in the Tattnall Building in Dover.**

## **VI. NEW BUSINESS**

- The DELJIS Administrative Assistant position that was formerly held by Ashley Escabi is open due to the Ms. Escabi resignation effective October 9, 2009. Along with that position being open, DELJIS still has the Information Auditor position and Help Desk position still open. The Budget Office has tentatively agreed to allow DELJIS to fill one position and that will be the Information System Auditor. DELJIS is waiting on final word from OMB.
- DELJIS 2011 Budget submission was presented. With the receipt of the VINE grant OMB has been working very hard with DELJIS to secure the position necessary for the grant to be accepted. Clearinghouse for the VINE Grant is scheduled for October 27, 2009. DELJIS thanked Mr. Jason Clark for his help in moving this grant through the iTIC Process.
- There is a data request from the News Journal to extract data from 1990-current for DUI and charges related to the request. The request also includes fields such as name of prosecutor, if the person has a valid license, disposition, if there is a plea to a lower BAC level, etc. There is also a problem with the sentencing in Superior Court as DELJIS receives a copy of the order not the data in actual fields. Mr. Clark wants to know if DELJIS can configure the request that the News Journal wants to have on specific data from CJIS. Ms. Bell stated that we can do the dump but the more work is going to require a higher fee. Ms. Bell will be working with Mr. Tupman and report back to the Board electronically.

## **VII. ADJOURNMENT**

With there being no further business to discuss, a motion to adjourn was made by Captain Matt Jamison and seconded by Mr. Earl McCloskey. The meeting was adjourned at 11:05 a.m.

**The next Board of Managers meeting will be held on Thursday, November 19, 2009 at 10:00 a.m. at the Veteran's Affair Office, Dover, DE.**